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Interpretations and Regulations  
for the Administration of the  
Barber Law ——— Bulletin 604

LESTER K. ADE

*Superintendent of Public Instruction*

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Commonwealth of Pennsylvania  
DEPARTMENT OF PUBLIC INSTRUCTION  
Harrisburg  
1938

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	Advisory Committee on Beauty Culture
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**INTERPRETATIONS AND REGULATIONS**  
for the  
**ADMINISTRATION OF THE BARBER LAW**

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**BULLETIN 604**

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**LESTER K. ADE**  
Superintendent of Public Instruction



Commonwealth of Pennsylvania  
DEPARTMENT OF PUBLIC INSTRUCTION  
Bureau of Professional Licensing  
Harrisburg, 1938



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## FOREWORD

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Under Section 10 of Act No. 202 which became effective January 1, 1932, and was amended in 1935 and 1937, the Department of Public Instruction has been given authority to formulate rules pertaining to the practice of barbering. This Section of the Act reads as follows:

“The Department may adopt reasonable rules and regulations prescribing the sanitary requirements of each barber shop or barber school, in cooperation with the Department of Health, and shall cause the rules and regulations so approved to be printed in a suitable form and may transmit a copy thereof to the proprietor or person operating such barber shop or school, which shall at all times be kept conspicuously displayed in such shop or school.”

In accordance with the authority granted the Department set forth under Section 10, the Department of Public Instruction has formulated, from time to time, rules and regulations indicating the proper interpretation of Act No. 202 and the manner under which barbering should be practiced. These rules and regulations have been compiled after shop owners and all other types of barber interests have been freely consulted. It is thought by the Department that these rules and regulations are now in excellent form and there will be no need for altering these rules for the remainder of the year of 1938. You will please consider these rules as being now in effect and will be guided by their provisions. Barber schools are urged to instruct their students and barber shops are urged to instruct their apprentices diligently in these regulations as well as in the law. It is especially important that the schools should familiarize their students, and the shops their apprentices, with the rules which regulate the practice of schools and shops within this Commonwealth.

Acknowledgment for the formulation of these rules is due the following persons: Mr. Clarence C. Klein, Mr. C. G. MacAvoy, Dr. James A. Newpher, Miss Daisy B. Restenberger, Mr. Emanuel F. Schifano, and Dr. Don M. Wolfe. The constructive suggestions given by the Barbers' Advisory Committee were indispensable.

LESTER K. ADE

*Superintendent of Public Instruction*

December, 1938



# CONTENTS

	PAGE
I. Types and Ranks of Licenses	7
II. Requirements for Securing a License	8
III. Shop Owners	10
IV. Direct or Indirect Charges	12
V. Service by Appointment	12
VI. Sanitary Rules and Regulations for the Conduct of Barber Shops	12
VII. Schools of Barbering:	
Requirements for Licensure	14
Equipment Requirements	14
Personnel Requirements	15
Staff Physician	15
Teachers	15
Students	16
Transfer Credits	16
Night Courses	17
Transfer from Night to Day School	17
Compensation for Student Work	17
VIII. Preparation by Apprenticeship	17
IX. General Regulations Pertaining to Schools	18
X. Regulations of a General Nature	19
XI. Barber Law	22





# INTERPRETATIONS AND REGULATIONS

## for the

# ADMINISTRATION OF THE BARBER LAW

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### I. TYPES AND RANKS OF LICENSES

The licenses issued under the Barber Act shall be classified as follows:

Class 1—Teacher's License.

Class 2—Barber's License.

Class 3—Apprentice or Student Certificate.

or unclassified namely:

Shop Owner's Permit.

Permit to Conduct a Barber School.

Any individual holding a Class One License shall, without further licensure, be deemed qualified to perform any of the functions of a teacher or a barber. Authority for such performance shall, however, be subjected to all the terms and conditions hereinafter set forth.

Also, any holder of a Class Two License shall, without further licensure, be deemed qualified to perform any of the functions of a barber.

A Class Three License limits the holder to the performance of phases of barbering only while under the supervision of a duly registered barber in a registered shop or teacher in a barber school.

No license, temporary permit, or other authorization to teach barbering, or practice any of the branches of barbering shall be valid unless it bears the signature of the Director of the Bureau of Professional Licensing.

Every holder of a license issued by the Bureau shall display said license in a conspicuous place, in the place of business, or place of employment of said holders. No registered shop or school shall employ anyone not licensed by this Bureau, and no licensed operator shall work in an unlicensed shop, under penalty of revocation of license.

Owners and operators should immediately notify the Bureau of lost, or misplaced licenses. An affidavit must be submitted to the Bureau to verify the loss of licenses before duplicates can be issued.

All annual renewal cards expire April 30, of each year, and may be renewed by application on proper form made prior to that date and payment of renewal fee.

All barbers who have not practiced in Pennsylvania and allowed their registration to become delinquent may renew same by submitting an affidavit stating the reason they did not practice barbering during the years they were delinquent. An application for the current year is then forwarded to the applicant.

Barbers changing their business addresses should notify the Bureau of Professional Licensing of such changes immediately. Shop owners should apply for an application for a new permit and return the permit issued for the former shop with the completed application.

In no shop shall there be more than one apprentice who must be at all times under the supervision of a barber authorized under this act to practice such occupation.

#### TEMPORARY CERTIFICATES

Temporary certificates are issued to applicants for examination enabling them to practice until the results of the examination can be determined. These certificates are issued to applicants who have applied for apprentice certificates or examination *prior to September 1, 1937*, or under the provisions of Act No. 71, effective at that time. Applicants applying for licensure after September 1, 1937, are not issued Temporary Certificates. This is in accordance with the amendment effective as of that date.

## II. REQUIREMENTS FOR SECURING A LICENSE

Applicants for Certificate of Registration as barber or teacher in a barber school can only obtain such certificate by examination.

Persons may qualify for a TEACHER'S LICENSE in one of the following ways:

- (a) by submitting an affidavit that he or she has had at least five years' experience as a registered barber in a registered barber shop, or
- (b) by preparation in a registered barber school of at least fifteen hundred hours in not less than two months, and in addition thereto, two years' experience as a registered barber, or in lieu of (a) and (b) hereof,
- (c) fifteen years' experience as a barber, five years of which experience shall have been as a registered barber in a registered barber shop in this State.

Applicants for TEACHER'S CERTIFICATE are required to have graduated from an approved secondary school and must be at least twenty-three years of age before applying for such certificate.

The registration fee for TEACHERS is \$5 and the renewal fee shall be \$5.

Applicants for CERTIFICATE OF REGISTRATION as barber may qualify for same in one of the following ways:

- (a) study of the occupation for a period of two years covering a period of at least 2,500 hours as a registered apprentice under a qualified and practicing barber as hereinafter provided, or

- (b) study of the occupation and preparation as a registered student in a registered and properly appointed and conducted barber school under the instruction of a registered teacher for a period of at least six months, and service of at least eighteen months, covering a period of at least 1,500 hours, as an apprentice with a registered barber, or
- (c) possession of a certificate of registration as a practicing barber from another state or county which has substantially the same requirements for licensing or registering barbers as required by this act, or
- (d) proof by sworn statements that he has practiced as a barber in another state or county for at least five years prior to making application in this State.

Applicants filing application under (a) and (b) hereof, are required to be at least sixteen years of age, and applicants filing under subsections (c) and (d) are required to have attained the age of eighteen years before applying.

The fee for examination is five (5) dollars and the renewal fee is two (2) dollars.

Applicants requiring the use of interpreters are required to request same with the original application or at least a month prior to the examination date.

An applicant is expected to be present at the examination for which he is scheduled unless absence from an examination has been arranged with the Bureau previously. If absence is caused by serious illness or other emergency cause verified by an affidavit, the Department will extend the expiration date of the Temporary Certificate and schedule the applicant for another examination on the basis of the original fee.

Every holder of a license issued by the Bureau shall display said license in a conspicuous place, in the place of business, or place of employment of said holder. No registered shop or school shall employ anyone not licensed by this Bureau, and no licensed barber shall work in an unlicensed shop, under penalty of revocation of license.

All barbers must immediately notify the Bureau of misplaced or stolen licenses and permits. An affidavit must be submitted to the Bureau to verify the loss of licenses or permits.

All registrations and licenses expire on April 30, and may be renewed by application on proper form made prior to that date and payment of renewal fee.

Barber shop permits are not renewed. In the event of a change of address notification must be sent to the Bureau and a Preliminary Inspection conducted to determine whether or not the shop meets with the requirements of the Department.

Examinations for Certificate of Registration as barber are held the first Tuesday of March, June, September, and December in the cities of Scranton, Pittsburgh, Philadelphia, Erie, and Harrisburg.

Applications for admission to an examination must be properly com-

pleted and on file in this Department on or before the fifteenth of the month preceding the month in which the examination is being held. Proper completion of the application includes payment of the fee; affidavit certifying completion of the hours of instruction; completion of apprenticeship, and the inclusion of the proper photographs, signed on the back. Also the educational requirements of the applicant applying for license since September 1, 1937.

Students must have completed the stipulated amount of hours before the fifteenth of the month preceding the examination month. Students completing the stipulated amount of hours on or after the fifteenth of the month preceding the examination will be scheduled for the examination held three months hence, and upon payment of the fee will be issued a Temporary Certificate. Temporary certificates as previously stated are not issued to the applicants who have applied for licensure in Pennsylvania prior to the effective date of the amendment.

### III. SHOP OWNERS

Although no qualifications applying specifically to shop owners are set up in the Barber Licensing Act, the Department of Public Instruction, by the authority vested in it, reserves the right to determine whether it is dealing with responsible individuals. As a basis of issuing or revoking Owner's Licenses, the responsibilities of a shop owner shall, therefore, be interpreted as including:

1. Satisfactory evidence that the applicant for this license has a proper and business status in the community.
2. Proper location of the shop.
3. Proper layout and equipment for the shop.
4. Sanitary conditions in the shop and its surroundings.
5. Provisions for adequate number of properly prepared and licensed workers.
6. Accessibility of lavatory.

#### MINIMUM EQUIPMENT FOR A SHOP MUST INCLUDE:

One barber pole or barber sign.  
Stand and mirror or the equivalent.  
One hand mirror.  
Barber chair (universal type).

Sanitary headrest equipped with paper.  
Enclosed clean towel cabinet.  
A covered waste container for each chair.  
One covered soiled towel receptacle per chair.  
At least one wash stand.

Running hot and cold water.  
A supply cabinet for stock of towels and supplies.  
Seating accommodations for not less than three persons.  
A clothestree or its equivalent to accommodate the wraps of at least three customers.

One cabinet or closet for mops, brooms, et cetera.  
One hair dryer.

Sufficient number of tools and instruments per chair.

One hair clipper.	One strop.
Three razors.	One electric vibrator.
Two shears.	Two neck dusters.
Three combs.	One tweezer.
One hone.	

Adequate supplies.

Twenty-five clean face towels per chair.  
Ten clean turkish towels per chair.  
Two clean haircloths per chair.  
One box of sanex strips and dispenser.  
One box of headrest paper.  
One month's supply of sterilizing solution.

Miscellaneous.

Proper sterilizing equipment.  
Three brands of hair tonic.  
Two brands of face lotion.  
One eight-ounce jar of cold cream.  
One eight-ounce jar of massage cream.  
Powder or liquid styptic.  
Provision for proper display of all licenses and permit.  
Proper display of Rules and Regulations.

An owner properly licensed as an operator may manage his own shop if he operates therein. He must, however, be able to prove that he is the real owner, possesses title to the shop, and that its effects are in his name. Trade names and fictitious names must be registered with the Department of State before a permit may be issued.

Every shop shall at all times be in charge of and under the immediate supervision of a licensed member of the profession.

All barber shops should at all times be under the immediate supervision of a licensed barber, but the owner is not required to hold a Certificate of Registration as barber.

Every establishment shall display, at its main entrance, a sign or conventional barber pole, clearly visible at all times the establishment is open, indicating that it is a barber shop.

Every establishment must provide a suitable place, properly equipped to give adequate service to patrons, and subject to inspection at reasonable hours by the Bureau or its representatives.

When a barber shop is conducted in a private home, the space set apart to be used as a barber shop shall be used for no other purpose. This includes wash bowls, lavatories, closets, et cetera.

Since violation of these rules and regulations constitute a valid reason for possible revocation of license, all shops in which apprentices are in



preparation are responsible for instructing their students in the meaning and interpretation of the Barber Licensing Act as well as the Rules and Regulations drawn up by the Department for its enforcement.

#### IV. DIRECT OR INDIRECT CHARGES

Under no circumstances shall a student receive wages, directly or indirectly, for service rendered.

No person shall practice, or attempt to practice barbering for compensation directly or indirectly, in any place other than a registered barber shop, except that any registered barber in a registered barber shop may furnish barber service to persons at their place of residence or in institutions in cases of sickness, incapacitation, confinement, and other emergencies.

#### V. SERVICE BY APPOINTMENT

After January 1, 1937, barbers now or heretofore operating from house to house, and all contemplating operating outside a licensed shop shall comply with the following requirements:

1. They shall prove to the Department that they are duly sponsored by a licensed shop in good standing and under competent management.
2. The owner of the sponsoring shop shall fully supply and equip the barber who renders service outside the shop.
3. All appointments in the home and other places where barbering service is rendered outside the shop shall be booked and recorded by the shop the barber represents.
4. The number of barbers-by-appointment that any shop may sponsor shall be limited to a number not in excess of the number remaining in service in the shop. In other words, the total number of barbers for any one shop (barbers-in-shop plus barbers-by-appointment) shall not be more than twice the number of chairs in the shop.
5. The owner of any shop sponsoring any barbers-by-appointment shall, at all times, be prepared to make immediately available to investigators from the Department a complete schedule of appointments.
6. The owner shall be held responsible for compliance with all sanitary regulations on the part of his barbers-by-appointment.

#### VI. SANITARY RULES AND REGULATIONS FOR THE CONDUCT OF A BARBER SHOP

Every establishment, together with all furniture, equipment, tools, utensils, floors, walls, and ceiling shall, at all times, be kept in a clean and sanitary condition, well lighted and ventilated.

Anyone having an infectious or contagious disease shall not practice in any establishment. Shop owners will be held responsible for knowingly permitting one with such disease to practice in his or her shop or school.

No work shall be performed on any patron having a visible disease unless the patron shall produce a certificate from a practicing physician stating that patron is free from infectious, contagious, or communicable diseases. A barber shop license does not permit or authorize an individual to treat or prescribe for any infectious or contagious diseases of the skin.

Persons practicing or teaching barbering must at all times be attired in clean, neat clothing.

Wash bowls, basins, and other containers must be kept thoroughly clean at all times. Head rests must be covered with clean paper or towels before serving each patron.

Linens, towels, and uniforms must be kept in a closed dustproof container. Soiled linens must be kept in separate closed containers. Closed containers must be provided for all waste materials. Combs and brushes must be thoroughly disinfected each time they are used. Any articles or materials which are used on more than one patron shall be kept from direct contact with the patron by the use of an individual paper neck band or clean towel. Use of the same neck band on more than one person is prohibited. A clean towel should be provided at the neck rest of each patron. Towels shall not be used for more than one operation. Towels not sent to a steam laundry should be boiled in water for at least fifteen minutes, dried and ironed. Laundry work in a shop is prohibited. Drying of towels on lines or radiators in shops is prohibited. Dipping used towels into a hot water receptacle and using same on patrons is prohibited.

The use of lump alum or styptic pencils is strictly prohibited.

All methods of sterilization that are bacteriologically effective will be permitted and may be accomplished by use of one of the following approved solutions and methods:

- (a) Immersion in a closed container of ten per cent formalin for twenty to thirty minutes.

(A ten per cent formalin solution may be prepared by adding one part commercial formalin to nine parts water, representing a four per cent solution of formaldehyde. This solution is especially good for combs, brushes, etc., but is slightly irritating to some skins. Articles so sterilized should be thoroughly rinsed in running water before use.)

- (b) Immersion in alcohol—about seventy per cent—for fifteen to twenty minutes. (Alcohol is especially useful in sterilization of glass or metal articles [not boilable] and for instruments used in manicuring.)

- (c) Immersion in *other solutions*, such as five per cent carbolic acid (phenol) for fifteen to twenty minutes, or in a solution of bichloride of mercury 1:1000 for fifteen to twenty minutes.

For convenience, druggists supply tablets of seven and one-half grains each. One tablet in one pint of water makes a 1:1000 solution. (Mercurial solutions corrode metals, are poisonous, and should be kept away from children.)

Every shop shall have at least one air tight cabinet sterilizer, which must at all times contain a dish of forty per cent commercial formalin or other germicide. This type of sterilization requires about three hours, and is recommended for storage of instruments, combs, etc., previously sterilized by one of the above described methods. To prevent rusting, dry instruments before placing in sterilizer.

*No space where barbering is practiced or taught shall be used for domestic or residential purposes.*

NOTE: Practically the same rules and regulations covering sanitation in barber shops apply to barber schools.

## VII. SCHOOLS OF BARBERING

### REQUIREMENTS FOR LICENSURE

Preliminary inspection. Before completing application for licensing, each proposed school shall be inspected by the Department for the purpose of determining:

- (a) Suitability of proposed location.
- (b) Suitability of proposed rooms, including plumbing, ventilation, lighting, and adequacy of floor space.
- (c) Approval of proposed lay-out.
- (d) Approval of proposed items of equipment.
- (e) Satisfactory evidence for school license; responsibility of applicant for school license; best proof of which shall be adequate bonding.
- (f) Satisfactory evidence of proper provision for corps of teachers.

Careful verifications of claims and representations set forth in the application. The Department shall devise its own methods of making this verification.

Second inspection. An inspection shall be made after the equipment has been installed and before the school is permitted to begin operation.

### EQUIPMENT REQUIREMENTS FOR BARBER SCHOOLS

Twelve standard barber chairs.	One black board.
Six wash bowls (minimum for twelve chairs).	Twelve wet sterilizers.
Twelve shaving brushes (minimum).	Twelve dry sterilizers.
Thirty-six razors (minimum).	Twelve hampers for soiled towels.
Twenty-four shears (minimum).	Twelve waste containers (covered).
Twelve clippers (minimum).	One scalp steamer.
Forty-eight combs (minimum).	One microscope.
Twelve hair dusters (minimum).	Twelve hones.
Six cabinets—linen (dustproof).	One high frequency "Violet Ray."
Twelve strops.	One faradic.
Twelve mirrors.	One therapeutic lamp (installed in manner to permit free use of operators' hands).



One medical dictionary. Standard textbooks on barbering—  
Charts on skin, bones, muscles, books on anatomy—physiology.  
nerves, and circulatory system.

The proper place for the equipment will require at least 1,000 square feet of floor space. In the event that the student body becomes considerably enlarged, additional space requirements may be made by the Bureau.

#### PERSONNEL REQUIREMENTS

**Owners.** No school shall be licensed until the Department has had ample opportunity to verify sworn statements as to the actual ownership. False statements submitted in this connection shall constitute sufficient grounds for cancellation of the school's license if detected after a license has been issued. The Department reserves the right to deny school licensure to any applicant who fails to present satisfactory evidence of business, professional or personal integrity. No school license will hereafter be issued until the real owner files with the Department a statement definitely designating who is authorized to accept service of legal notices and to transact all citations for hearing and compliance with rulings issued by the Department. This statement shall bear a facsimile signature of the individual so authorized.

**Supervisor.** If properly qualified by preparation, experience, and teacher's license, the owner may supervise his own school; otherwise, he shall employ and place in charge of the actual operation of the school a responsible individual who possesses the following qualifications:

1. A teacher's license.
2. A verified record of at least five years' practical experience in a registered barber shop, or fifteen years' experience as a barber, five years of which experience shall have been as a registered barber in a registered barber shop in this State.

The school shall, at all times, be in charge of and under the immediate supervision of such supervisor.

**Staff Physician.** Each school shall have attached to its staff a regularly licensed physician for consultation purposes.

**Teachers.** Each school shall meet the following requirements pertaining to teachers:

- (a) Each school shall employ as instructors only licensed teachers competent to impart instruction in all branches of barber science which they teach.
- (b) No individual shall be counted as a regular, part-time or substitute teacher in any school unless his teacher certificate is on display in the said school.
- (c) Every school shall employ at least one full-time licensed teacher.
- (d) Each class taught for credit shall consist of not more than twenty students per registered teacher, and in no case less than one full-time teacher who shall be in attendance at all times during the hours the school is open for instruction. The only

exception to this rule which the Department will permit is the lecturing by the staff physician or some specialist, and then only when at least one teacher also is present.

- (e) No teacher in a school of barbering may devote any portion of his time to work in a shop while the school is in session.
- (f) No barber of a barber shop may serve as a teacher in a school of barbering.
- (g) Teachers, as well as students, must, during school hours, be attired in washable jackets, which must be kept in a clean condition. Teacher uniforms must be such as to distinguish teachers from students.

### STUDENTS

**Enrolment.** Whenever a student enrolls in any school of barbering, the school shall, on the day of said enrolment, transmit to the Department an application for a student permit, together with the required fee of one (1) dollar. No credit in hours shall be given a student for any period of time previous to the date of the postmark on the envelope in which the application is forwarded to the Department (except for entrance credits as defined hereafter).

**Entrance.** Out-of-State transfer from schools. Whenever a student at the time of enrolling is entitled to credits previously earned, the school enrolling such student shall carefully evaluate these credits and submit to the Department three copies of the sworn certification of entrance credits. A mere statement that the applicant for certification of entrance credits has pursued work elsewhere than in the school requesting the Department's approval shall not be accepted as sufficient evidence. The statement must be accepted as documentary evidence showing attendance at a given school, and if possible, the number of hours attended and subjects pursued.

If, and when the Department approves the entrance credits so certified, two copies of the certification shall be returned to the school. The school shall preserve these copies until the student is ready to apply for the State examination, at which time one copy shall be filed with the student's application for examination. The other copy shall be returned for the permanent files of the school.

No certification of entrance credits will be approved for any student who has pursued work in a school of barbering in this State since January 1, 1932, unless the school was registered at the time the work was done.

No certification will be approved for a student who has pursued his or her work outside the State unless the work is pursued in a school approved by this Department, or has been evaluated in the manner provided under (d) of this section.

**Transfer Credits.** A certificate of transfer must be completed in all cases where a student wishes to leave a registered school of barbering and transfer to another registered school of barbering. The school in which the student has completed a portion of his or her course of preparation must furnish the Department with a sworn statement upon an

official blank of "Certificate of Transfer," setting forth the subjects and the number of hours credit given in each, and such certification must be approved by the Department before the student may be enrolled in another school of barbering.

All Certificates of Transfer must be submitted to the Department in duplicate. When transfer credits constitute a portion of the number of hours required to establish eligibility for State examination, an approved Certificate of Transfer shall be submitted with the student's application for examination.

Attendance Reports. Each school shall keep a daily record of the attendance of each student and a record devoted to the different practices, and shall establish grades and hold examinations before issuing diplomas. The standard forms provided or approved by the Department shall be used in each school.

Not later than the fifth day of each month each school shall submit a report of the hours attended by each student, upon the form provided by the Department for this purpose. A failure to comply with this requirement promptly debars students from examination.

Time spent as an apprentice in a shop and as a student in a school may be combined to meet the requirement for examination.

Night Courses. Night courses require the same number of hours, but the course must extend over a period of twelve consecutive months combined with apprenticeship in a shop of thirty-six months.

Transfer from Night to Day School, or vice versa. In the event that a student transfers from a day school to night school, the student immediately becomes subject to the hour and term requirements of his new classification. In addition, a regular "Certificate of Transfer" must be completed.

Compensation for Student Work. Each of the practices designated as *indirect charges* is strictly prohibited.

Each school shall display in a conspicuous place in and about the entrance to said school a sign in display letters at least one inch in height as follows: "ALL WORK IN THIS SCHOOL DONE BY STUDENTS ONLY," and unless this sign also carries the words, "NO CHARGE AND NO TIPS," other signs bearing these words shall be conspicuously posted.

## VIII. PREPARATION BY APPRENTICESHIP METHOD

Section 3 of the Barber Licensing Act set up the requirements which must be met in preparation for barbering by the apprenticeship method. In addition to the requirements enumerated in that Section of the Law, anyone who employs the apprenticeship method of preparing barbers shall be responsible for teaching his students the *minimum content* of the curriculum set up by the Department for schools of barbering, both for the practical and for the theoretical work.

## IX. GENERAL REGULATIONS PERTAINING TO SCHOOLS

**Advertising.** Each school shall advertise only under the designation of a school. A school and a shop shall not, in any form of advertising, be so designated as to mislead the public in regard to prices or location. Every establishment shall display a sign at its main entrance clearly visible, indicating that it is a barber school.

**Authorized Signature.** A registered school of barbering must supply this Department with a facsimile signature on white paper of the individual or individuals authorized by the owner of said school to sign all official certificates of students of said school for admission to examination. This signature should be filed immediately.

**Daily Schedule.** The blank provided by the Department for the monthly report of student's hours, designates the minimum number of hours which shall be devoted to each portion of the school's program of studies. In making out these reports, no student shall be credited for a total of more than seven hours per day or forty hours per week. Schools open only five days per week shall not credit their pupils for more than thirty-six hours per week.

Each school is required to post schedules showing, week by week, the schedules of classes in theory and in practical work. For each of these class periods the teacher in charge shall keep an accurate daily record of attendance and progress of each student. This record should be as complete and accurate as the records of a secondary teacher.

**Duty Work.** The Department holds that all hours credited to a student should be devoted to the study of barbering. Therefore, duty work should not exceed a period of more than ten minutes of the student's instruction time. Duty work shall consist only of the tidying and cleaning naturally performed by any operator about his own chair at the conclusion of any barber process. It shall not include menial work of a nature ordinarily performed by a maid, porter, or janitor.

**Curriculum.** Each school shall be required to have readily available at all times a complete file of all curriculum suggestions and requirements which have been issued by the Department until superseded by later issues. All curriculum requirements set up by the Department shall be strictly complied with until rescinded or revised. It is expected that each school shall supplement and enrich the minimum requirements specified by the Department. Remember that 2,500 hours in not less than twenty-four months is the minimum. An applicant may combine school experience and barber shop apprenticeship. Fifteen hundred hours of apprenticeship and 500 hours of barber school experience are required.

**Safety Precautions.** Those in charge of the school should at all times be very vigilant to prevent accidents as well as infections. They should, therefore, observe with special diligence the following precautions:

- (a) All electrical appliances must be properly installed and grounded.
- (b) Requirements for sanitation and sterilization should be strictly adhered to.



- (c) Infectious or contagious diseases of the skin should be treated or prescribed for.

*Service and Inspection.* Every establishment must provide a suitable place properly equipped to give adequate service to patrons, and subject to inspection, at reasonable hours, by the Bureau or its representatives.

## X. REGULATIONS OF A GENERAL NATURE

1. Every place used or maintained for the practice or teaching of barbering for compensation, and every person practicing or teaching barbering, must obtain a Certificate of Registration or License, from the Bureau of Professional Licensing. A separate license is required for each shop and school.
2. Every holder of a license issued by the Bureau shall display said license in a conspicuous place near or adjacent to his work chair, in the place of business or place of employment of said holder.
3. No registered shop or school shall employ anyone not licensed by this Bureau, and no licensed barber shall work in an unlicensed shop, under penalty of revocation of license.
4. Every shop and school shall at all times be in charge of and under the immediate supervision of a licensed member of the profession.
5. Every establishment shall display at its main entrance, a sign or conventional barber pole, clearly visible at all times the establishment is open, indicating that it is a barber shop or school.
6. Every establishment, together with all furniture, equipment, tools, utensils, floors, walls, and ceilings shall, at all times, be kept in a clean and sanitary condition, well lighted and ventilated. All jardinières, waste paper bowls, and cuspidors shall be thoroughly cleansed at least once every twenty-four hours. Floors must be kept free from hair and swept or mopped each day.
7. Running water, hot and cold, located at a convenient point or points within each barber shop, barber school, shall be provided in communities having a water system. When water system connections are not available, hot and cold water shall be supplied in such quantities as may be necessary to conduct a shop in a sanitary manner. Hot water receptacles supplied shall not hold less than five gallons. Dipping of instruments, shaving mugs, towels, or wash cloths in such receptacles is strictly prohibited.
8. Every shop or school must be provided with adequate lavatories, readily accessible, and kept in a sanitary condition.
9. Electrical appliances must be properly installed and grounded.
10. No barber shop or barber school shall be located in any food store, soft drink parlor, restaurant, coffee shop, or in any place where food-stuffs are kept for sale in other than the original package, unless separated therefrom by a solid partition extending from floor to ceiling. If such partition contains a door, such door shall be kept

- closed. No person shall be allowed to sleep in or use for residential purposes any room used wholly or in part as a barber shop or barber school.
11. When a barber shop is conducted in a private home, the space set apart to be used as a barber shop shall not be used for any other purposes. This includes wash bowls, lavatories, closets, etc.
  12. Anyone having an infectious or contagious disease shall not practice in any establishment. Shop and school owners will be held responsible for knowingly permitting one with such disease to practice in his or her shop or school.
  13. No work shall be performed on any patron having a visible disease, unless the patron shall produce a certificate from a practicing physician stating that patron is free from infectious, contagious, or communicable disease.
  14. Persons, teaching barbering must be attired in washable, neat, and clean clothing. Teachers, barbers, and apprentices must not carry combs or instruments in pockets.
  15. Every person engaged in a barber shop shall thoroughly cleanse his or her hands with soap and water immediately before and after serving each patron. Clean towels shall be provided for wiping the barber's hands.
  16. All tools, instruments, such as razors, tweezers, combs, hair brushes, rubber discs, bowls, basins, shampoo boards, cups, shaving mugs, parts of vibrators or massaging machines, and all other utensils or appliances that come into contact with the neck, face, or head (except neck dusters, which must be cleaned once a day) shall be cleaned immediately after each use, and shall be sterilized immediately before using on another customer.
  17. Instruments shall be sterilized by placing them in live steam for a period of at least twelve minutes, or by immersing in disinfecting solution equal to a five per cent solution of carbolic acid or alcohol solution of at least seventy per cent strength for a period of at least one minute before serving each patron. Shaving mugs and brushes shall be thoroughly rinsed in boiling water before each separate use. All tools or instruments used by barbers on a corpse shall be thoroughly and efficiently disinfected with formaldehyde *immediately* after using the same.
  18. Linens, towels, and uniforms must be kept in a closed dustproof container.
  19. Soiled linens must be kept in separate closed containers. Covered containers must be provided for waste tissues, cotton, lotions, creams, etc.
  20. Combs and brushes must be thoroughly disinfected each time they are used.
  21. The use of finger bowls, powder puffs, styptic pencils, or sponges in barber shops or barber schools is prohibited. No barber shall keep them on or about his stand. Nothing but powdered or liquid

- astringent, applied in each case on a clean towel or clean piece of cotton, shall be used to check bleeding; styptic or astringent pencils and lump alum are strictly forbidden.
22. Any article or material which is used on more than one patron shall be kept from direct contact of the patron by the use of individual paper neck band or clean towel. Use of the same neck band on more than one person is prohibited.
  23. None but freshly laundered towels shall be used for each patron. The head rest of a barber chair must be covered with a freshly laundered towel or fresh paper for each patron. In cutting the hair of any person a newly laundered towel or fresh paper shall be placed about the neck to prevent the hair cloth from touching the skin. All towels used on each patron must be discarded in a soiled towel receptacle, and must not be left lying on work bench or wash bowl after serving patron. This regulation includes hot towels from a steam sterilizer.
  24. Towels not sent to a steam laundry should be boiled in water, dried, and ironed. Laundry work in a shop or a school is prohibited. Drying of towels on lines or radiators in schools or shops is prohibited. Dipping used towels into hot water receptacle and using on patrons is prohibited.
  25. Styptics should be used only in liquid or powder form and applied by means of clean gauze, cotton, or clean towel.
  26. Creams and other semi-solid substances must be dipped from the container with a sterile article or spatula. Removing such substances with the fingers is prohibited. The article used for removal of such substances must not be permitted to come in contact with the skin of the patron.
  27. Any article dropped on the floor or otherwise rendered unsanitary shall not be used until it is sterilized.

# THE PENNSYLVANIA LAW GOVERNING BARBER SHOPS, SCHOOLS, AND APPRENTICES

(Act of June 19, 1931, P. L. 589 as amended)

Edited 1937

(The italics designate new matter inserted by the amending Act No. 354, June, 1937)

## SECTION 3. APPLICANTS FOR LICENSE; FEE; EXAMINATION; TEACHERS IN BARBER SCHOOLS

Any person not holding a certificate of registration under the provisions of the preceding Section, and desiring to obtain a license under this act, shall make application under oath or affirmation, in such form as the Department shall prescribe. Such application shall be accompanied by an affidavit, which shall be made by a practicing physician, and shall set forth that the applicant was examined, *that a test of his or her blood was made, and that he or she* is free from all contagious and infectious disease. The applicant, at the time of filing such application and affidavit, shall pay to the Department an examination fee of five (5) dollars or such other fee as may be fixed by the Department, and shall present himself or herself at the next examination of applicants as hereinafter provided. The Department shall thereupon proceed to examine such person, after being satisfied that he or she is above the age of sixteen years, free from all contagious and infectious disease, has *a certificate showing graduation from an eighth grade school or its equivalent*, and has either (a) studied the occupation for a period of two years *covering a period of at least 2,500 hours* as a registered apprentice under a qualified and practicing barber as hereinatfer provided, or (b) studied the occupation and prepared as a registered student in a registered and properly appointed and conducted barber school under the instruction of a registered teacher for a period of *at least six months*, and served at least *eighteen months, covering a period of at least 1,500 hours* as an apprentice with a registered barber. *Under no circumstances shall a student or apprentice receive wages, directly or indirectly, for service rendered.* If the Department is satisfied as a result of the examination the applicant is possessed of requisite skill in said occupation to properly perform all the duties thereof, including his or her knowledge and ability in the antiseptic preparation of tools, shaving, hair cutting, and all the duties and services incident thereto, and is possessed of sufficient knowledge concerning the common diseases of the face and skin to avoid the aggravation and spreading thereof in the practice of said occupation, *and the knowledge of the Barber's Licnsing Laws, and rules and regulations of the Department adopted thereunder*, it shall enter his or her name in the register hereinafter provided for, and shall issue a certificate of registration to him or her authorizing him or her to practice such occupation, or to teach in registered barber schools as the case may be.



SECTION 10. RULES AND REGULATIONS FOR SHOPS, ETC.

The Department may adopt reasonable rules and regulations prescribing the sanitary requirements of each barber shop *or* barber school, in cooperation with the Department of Health, and shall cause the rules and regulations so approved to be printed in a suitable form and may transmit a copy thereof to the proprietor or person operating such barber shop or school, which shall at all times be kept conspicuously displayed in such shop *or* school. *It shall be unlawful for any person to open either a new barber shop or move his shop to another place, or take over as owner an existing barber shop, until he or she has filed an application with the Department for the inspection and approval of such shop.* It is further provided that no barber shop may open for business until said inspection has been made and the shop approved. It shall be unlawful for any person to sleep in, or for any owner or manager to permit any person to sleep in or use for residential purposes, any room used as a barber shop or a school of barbering. All rooms used for such purposes shall be used for barbering purposes exclusively. Any officer or duly authorized agent of the Department may enter and make reasonable examination of any barber shop *or* barber school during the business hours, for the purpose of ascertaining the sanitary conditions thereof, *and ascertaining whether the shop or school, and all persons working therein, are properly licensed and registered.* Any barber shop, barber school, or tools, appliances, and furnishings in use therein, kept in an unclean and unsanitary condition as to be a danger to health or to the creation and spreading of infectious and contagious diseases, is hereby declared to be a public nuisance, and the Department may suspend or revoke the certificate of the proprietor thereof or any person operating *in* such barber shop *or* school, or the permit hereinafter required for such shop *or* school or both, the certificate and permit. (As amended 1935, May 9, P. L. 158, No. 71, Section 1; 1937, June 5, P. L. 1869, No. 354, Section 6.)

SECTION 15. PRACTICE WHILE SUFFERING FROM CONTAGIOUS DISEASE;  
ETC.; PENALTY

Any barber, apprentice, or student, who shall practice the occupation of barber while suffering from contagious or infectious disease, or who shall knowingly serve any person afflicted with such disease, shall be guilty of misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding one hundred (100) dollars, or undergo an imprisonment not exceeding thirty days, or both, at the discretion of the court.

Any barber, apprentice or student, who shall infect any person, or who shall impart any contagious or infectious disease by reason of carelessness or negligence in the practice of such occupation, shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine not exceeding five hundred (500) dollars, or to undergo an imprisonment not exceeding six months, or both, at the discretion of the court.

## SECTION 4. REGISTERED BARBER OF ANOTHER STATE

(a) *Any person who is at least eighteen years of age and of good moral character and temperate habits and has a certificate showing graduation from an eighth grade school or an equivalent education, as determined by an examination conducted by the Department, and either (1) Has a license or certificate of registration as a practicing barber from another state or country which has substantially the same requirements for licensing or registering barbers as required by this act, or (2) Can prove by sworn affidavits that he has practiced as a barber in another state or country for at least five years prior to making application in this State, shall, upon the payment of the required fee, be granted permission to take an examination to determine his fitness to receive a certificate of registration to practice barbering. Should he fail to pass the examination, upon payment of the required fee, he may take one other examination if he so desires. In no event shall he or she be permitted to practice barbering until he or she has received a certificate of registration as a registered barber. (As amended 1937, June 5, P. L. 1689, No. 354, Section 3.)*

## SECTION 5. APPRENTICES AND STUDENTS

Nothing in this act shall prohibit any person from serving as an apprentice in such occupation under a registered barber in this Commonwealth, or from serving as a student in any barber school for the preparation of students in said occupation under the preparation of a duly registered *teacher* authorized to *teach* such occupation in this Commonwealth: Provided, That such apprentice or student shall apply to the Department to have his or her name registered with the Department, in a book which shall be kept by the Department, and secure a permit, upon the payment of a fee of one (1) dollar, to practice as an apprentice under a duly registered barber, *or student under a duly registered teacher*—such permit to be displayed in front of his or her working chair. Students, upon graduation from a registered barber school and having served eighteen months' apprenticeship in a barber shop, and apprentices, upon completion of two years' apprenticeship in a barber shop *as hereinbefore specified*, shall make application for examination at the next regular period specified in this act. In case the applicant fails to pass such examination, he or she shall secure a new apprentice permit upon the payment of a fee of one (1) dollar, which shall be valid *until the next succeeding examination*.

Apprentice permits, not exceeding two, to practice as an apprentice barber may be issued at the discretion of the Department. (As amended 1935, May 9, P. L. 158, No. 71. Section 1; 1937, June 5, P. L. 1689, No. 354, Section 4.)

## SECTION 17. EFFECTIVE DATE

The act of 1931 became effective January first, one thousand nine hundred thirty-two.

The amendments of 1935 became effective September first, one thousand nine hundred thirty-five.

The amendments of 1937 became effective September first, one thousand nine hundred thirty-seven.

#### SECTION 18. REPEAL

This Section repeals all inconsistent acts and parts of acts.



# INDEX

Apprentices	17, 22
compensation for service	17
number permitted in shop	15
term of service	18
training by apprenticeship method	17
Barber law	22
Barber license	8
educational requirements	8
procedure in applying	8
renewal of	8
requirements	8
Change of address	8
Contagious diseases, practice while suffering from	12, 20, 23
Curriculum	18
Direct or indirect charges	12
Duplicate licenses	7
Equipment in a barber shop	10
Equipment in a barber school	14
Examinations	9
cities in which held	9
when examinations are held	9
General regulations pertaining to schools	18
Out-of-State applicants	16
Personnel requirements	15
Regulations of a general nature	19
Requirements for securing a license	22
Rules and regulations for shops	23
Sanitary rules and regulations for the conduct of a shop	19
Schools of barbering	14
advertising	18
attendance	17
compensation for student work	17
duty work	18
enrolment	16
equipment	14
inspection	19
location	19
personnel	15
requirements for licensure	14
supervisor	15
staff physician	15
students	16
teachers	15
transfer credits	16
Service by appointment outside a licensed shop	12
Shop owners	10
change of address	8
how licensed	10
location of shop	11
minimum equipment	10
ownership	11
rules and regulations	12
Sterilization of instruments	13
Students	16
direct or indirect wages	12
Teachers' licenses	8
procedure in applying for license	8
requirements	8
Temporary certificates	8
Types and ranks of licenses	7

